

HEARTLAND PRESBYTERIAN CENTER

POSITION DESCRIPTION

Title:

CAMP STAFF AND VOLUNTEER RECRUITING MANAGER

Purpose:

To develop, implement, and manage a recruiting program supplying Heartland Center's ministries with enough excellent summer camp staff and volunteers, and gap year participants. Work with other Heartland staff to provide the highest level of hospitality attainable for guests of the Center.

Accountability:

The Camp Staff and Volunteer Recruiting Manager is accountable to the Executive Director of Heartland Presbyterian Center.

Responsibilities:

1. Develop and implement staff and volunteer recruiting strategies for the overnight, day camp, traveling day camp, gap year programs.
2. Identify, develop, and affectively utilize various staff recruiting platforms and college networks.
3. Develop recruiting messages (in various media formats) that correctly communicates Heartland's mission, its staffing and volunteer needs that attracts exceptional applicants to fill all its staffing needs and to future program enable growth.
4. Develop application and interview scheduling processes.
5. Work with other Heartland staff to provide the highest level of service attainable for retreat guests and campers of the Center
6. Other duties as assigned by the Executive Director

Skills, Knowledge, and Abilities

Required:

- Possess a firm understanding, belief, and faith in Jesus Christ as understood through reformed protestant theology
- Dynamic people skills: This person must understand, relate and communicate well (orally and written) with young adults.
- Attention to quality
- Excellent judge of character
- Willing and able to:
 - o work in an outdoor environment
 - o work for hours at a time standing and/or walking
 - o be able to lift 40 pounds above the head

- Willing to travel on recruiting trips to colleges and universities including multiple days away.
- This person must have a valid driver's license and driving record that is absent of multiple driving violations and accidents (we understand that accidents and minor violations happen).

Preferred:

- Previous work experience in a Christian summer camping program or similar ministry.
- Previous experience recruiting young adult employees.

Evaluation:

The Executive Director will conduct a review at six months employment and conduct an annual salary review and evaluation thereafter.

Terms:

This person will be hired for an indefinite term, subject to termination in accordance with the Personnel Policies of the Heartland Presbyterian Center. **This position will be full-time in the September – March and part-time April – August and is a non-exempt position eligible for overtime pay. (This information will change if position is combined with other duties to make it full-time year-round).**